

Attachment 5

**BASIC DOCUMENTATION OR ACCEPTABLE INFORMATION SOURCES
REQUIRED TO DETERMINE ELIGIBILITY**

A5.1. Basic Documentation Required to Determine Eligibility. A photo identification is required in addition to the documentation listed below in all instances, except for children. See note 7 for applicants whose wallet was lost or stolen and applicants have no picture ID. A Social Security Card, passport, driver's license, or other official document is required when enrolling a member or dependent in the DEERS or when issuing ID cards.

Table A5.1. Documentation/Information Sources.

	A	B
R U L E	If status is	then eligibility is verified by
1	Active duty	an entry in the personnel data system, a current document in the personnel record, or an order that specifies 31 days or more.
2	Guard and Reserve	Commissioning oaths, enlistment contracts, DD Form 214, Separation Orders, Air Force Personnel Data System (PDS), or the ROTC unit commander.
3	Individual Reservists	enlistment contracts, assignments commissioning oaths, orders (see note 1).
4	Service Academy Cadets, Midshipmen, Coast Guard Cadets and Merchant Marine Academy Midshipmen	the Cadet or Midshipman's Personnel Office or Director of Science Merchant Marine Academy at Kings Point, NY, as appropriate.
5	Retired with Pay	a retirement order or DD Form 214.
6	Reserve Members Eligible for Retired Pay at Age 60 (Former Members)(See terms)	(1) Notice of Eligibility for Retired Pay at Age 60 or a retired pay order showing they are receiving pay, (2) discharge order relieving the member from assignment in their respective Reserve component.
7	Reserve Retired Eligible for Retired Pay at Age 60 (Gray Area Retiree)	enrollment in DEERS, Notice of Eligibility for Retired Pay at Age 60 from the appropriate Reserve Personnel Center; or a retired pay order showing they are retired with pay on their 60 th birthday or later.

	A	B
R U L E	If status is	then eligibility is verified by
8	100 percent DAV	a DD Form 214 and a letter from the VA stating that the honorably discharged veteran is 100-percent disabled from a service-connected injury or disease, whether a reevaluation is necessary, and that commissary and exchange are authorized. (The applicant must present a letter for issue, reissue, or renewal of a card if their status is DAVTMP.)
9	Medal of Honor recipient	a departmental order or citation.
10	Red Cross employee	a document that the American Red Cross or CCPF confirms.
11	Civilian employees	an SF Form 50, Notification of Personnel Action ; Supervisors Employee Brief. Emergency essential civilians should present a DD Form 2365, Overseas Emergency Essential Position Agreement ; have the Civilian Personnel Office annotate in item 89 of DD Form 1172 that person is assigned to an Emergency Essential position; or present appropriate Service documentation.
12	Civilian contractor	the document establishing the contract employee relationship when stationed or employed in foreign countries. Contractors deploying in support of military operations should present a letter from the Contracting Office stating name, SSN that reflects they are deploying or required to deploy in support of military operations, giving an anticipated return from TDY date or contract expiration date (See note 8 for Air Force contractors).
13	Foreign military member and his or her dependents	the invitational travel orders or other document establishing his or her sponsorship or invitation to the United States (a passport may be used to verify foreign military personnel dependents since the dependents need legal documents to accompany the member to the United States).

	A	B
R U L E	If status is	then eligibility is verified by
14	Lawful spouse, including common law, abused, widow, or widower	a photo ID and a marriage certificate for lawful spouse; a photo ID and SJA statement certifying common-law marriage for common law spouses; a photo ID and a death certificate or DD Form 1300, Report of Casualty (see notes 4 and 7) for a widow or widower. A widow or widower of a Reserve member who was eligible to receive retired pay at age 60 (gray-area retiree) must present a photo ID and a marriage certificate, death certificate, and either the sponsor's notification of eligibility for retired pay at age 60 (20-year letter), or the sponsor's retired pay order. An abused spouse should present a photo ID and an approved DD Form 2698, Application for Transitional Compensation or a photo ID and a letter from DFAS-CL, Code L, approving receipt of a portion of retired pay, as appropriate. A spouse or widow of a Philippine Scout must present a photo ID and a letter from the Department of Veterans' Affairs indicating eligibility to commissary, exchange privileges and that the member separated and applied for benefits under Public Laws 77-140 and 79-51.
15	<u>Unremarried Former Spouse: (20-20-20) and (20-20-15).</u> An individual who was married to a Uniformed Service member for at least 20 years, and the member had at least 20 years of service creditable toward retirement, and the marriage overlapped by (1) 20 or more years (20-20-20), (2) 15, but less than 20 (20-20-15)	A marriage certificate (or statement from the SJA certifying common-law marriage) and divorce decree (see note 7); a Statement of Service or complete set of DD Forms 214 or dates of inclusive service from the servicing personnel office if active duty. In addition, DD Form 1172, block 89, must contain a statement that the former spouse has not remarried and does not have an employer-sponsored health care plan. (For renewal or reissue, the former spouse certifies in item 89 of DD Form 1172 that he or she has not remarried and is not enrolled in an employer-sponsored health plan.).

	A	B
R U L E	If status is	then eligibility is verified by
16	<u>Unremarried Abused Former Spouse (10-20-10).</u> An individual who was married to a Uniformed Service member for at least 10 years, and the member had at least 20 years of service creditable toward retirement, and the marriage overlapped by at least 10 years (see paragraph 5.3.) and member was separated due to dependent abuse on or after 23 October 1992.	A letter from DFAS-CL, Code L, approving receipt of a portion of retired pay.
17	Abused Transitional Former Spouse. Member was on AD over 30 days (not retirement eligible) and was separated from active duty or forfeited all pay and allowances under a court-martial sentence resulting from a dependent abuse offense, or administratively separated from active duty, if the basis for separation includes a dependent-abuse offense, on or after November 30, 1993.	A DD Form 2698, Application for Transitional Compensation from the parent service or a letter from the US Army Community and Family Support Center for Army abused dependents in paragraph 5.3. (see Attachment 18).
b.	Remarried	None--not eligible for benefits and privileges.
c.	Unmarried (20-20-20)	One or more marriage certificates (or a statement from the SJA certifying one or more common-law marriages), prior divorce decrees, or death certificates. In addition, DD Form 1172, block 89, must contain a statement that the former spouse is not currently married (see note 7). Abused former spouses who remarry and become unmarried may reinstate full benefits and privileges. They do not have to qualify as a 20-20-20 (see Table 5.2. , step 6).
18	Child, unmarried and under age 21:	
a.	Legitimate	parents' marriage certificate and a birth certificate (see note 7).
b.	Adopted	child's birth certificate and final adoption decree (see note 7).
c.	Stepchild	parents' marriage certificate and a birth certificate (see note 7).

	A	B
R U L E	If status is	then eligibility is verified by
18d.	Female member's illegitimate child of record	child's birth certificate (to include the mother's and child's full name) (see note 7).
e.	Male member's illegitimate child (the father's name on the birth certificate does not establish paternity for ID card entitlements)	
(1)	Whose paternity has been judicially determined or otherwise established under state law	child's birth certificate; and legal documents showing paternity was judicially determined, or appropriate documentation of the state with jurisdiction (see note 7).
(2)	Whose paternity has not been judicially determined	Child's birth certificate and favorable dependency determination (sponsor providing over 50 percent of child's support) (see notes 5 and 7).
(3)	Whose blood parents subsequently marry	A marriage certificate and child's birth certificate (see note 7).
f.	Spouse's illegitimate child (the sponsor's illegitimate step-child)	A marriage certificate, child's birth certificate, and statement of dependency and residency in block 89 of DD Form 1172 (see note 7).
g.	Ward, including foster children and children for whom a managing conservator has been designated. Entrusted to Sponsor Through Court Order	A child's birth certificate, legal decree from a United States court of competent jurisdiction. In addition, sponsor certifies in block 89 of the DD Form 1172 that he or she has had legal custody for at least 12 consecutive months. The sponsor must also certify in item 89 on DD Form 1172 that dependency and residency are met. EXCEPTION: An approved dependency determination is required for Navy, Air Force, and Marine Corps wards each time an ID card is issued. See paragraphs 20.10. , 21.16. , and 22.6. for additional requirements.

	A	B
R U L E	If status is	then eligibility is verified by
18h.	Pre-Adoptive Children	Child's birth certificate, document from Placement Agency (recognized by the Secretary of Defense) in the United States or a US territory licensed <i>for the purpose of adoption</i> by the state or territory in which the adoption procedures will be completed, which reflects child is in a pre-adoptive stage. In all other locations, a request for recognition must be approved by the appropriate Assistant Secretary of the Military Department concerned or an appropriate official to whom he or she has delegated approval authority.
19	Children, unmarried:	
	over 21 years of age:	
a.	Incapacitated	the parents' marriage certificate, the child's birth certificate, a medical sufficiency statement, or physician's statement from a uniformed services medical treatment facility, a favorable dependency determination, letter from the Social Security Administration indicating that the child is not eligible for Medicare, Part A, and a statement that the child is unmarried (see note 6). (For Marine Corps members, see paragraph 22.4.). Incapacitated children of honorably discharged members rated 100 percent disabled by the Department of Veterans' Affairs or Medal of Honor recipients are not required to present a dependency determination since medical care is not authorized through the Uniformed Services (see Attachment 2, A2.5. and A2.6.

	A	B
R U L E	If status is	then eligibility is verified by
19b.	Student (age 21 to 23)	the parents' marriage certificate; the child's birth certificate; a letter from the school registrar certifying enrollment in a full-time course of study leading to an associate degree or higher, and anticipated graduation date. For graduate students, a letter of acceptance of enrollment signed by an authorized officer of the college or university is required. NOTE: Students attending two institutions less than full-time may not combine courses from both institutions to meet full-time student status (Title 10, Section 1072). In addition, DD Form 1172, block 89, must contain a statement that the sponsor is (or was at time of death) providing more than 50 percent of the student's support (see note 7).
c.	Incapacitated Student (age 21 or 22)	the parents' marriage certificate, the child's birth certificate, a letter from the school certifying full-time status at the time the incapacitation took place, a medical sufficiency statement; and a favorable dependency determination, letter from the Social Security Administration indicating that the child is not eligible for Medicare, Part A, and a statement that the child is unmarried. If the sponsor is deceased, a copy of the death certificate is also required (see notes 6 and 7). (For Marine Corps members, see paragraph 22. Incapacitated students of honorably discharged members rated 100 percent disabled by the Department of Veterans' Affairs and Medal of Honor recipients are not required to present a dependency determination since medical care through the Uniformed Services is not authorized (See Attachment 2 , Table A2.5 , and Table A2.6).

	A	B
R U L E	If status is	then eligibility is verified by
20	Father, mother, father-in-law, mother-in-law, stepparent, parent-by-adoption	<p>the sponsor's or spouse's birth certificate reflecting parent's name (as applicable)(if not enrolled in DEERS). A favorable dependency determination (over 50 percent support), and a personal ID are required each time an ID card is issued. EXCEPTION: (see note 5). NOTES: 1. Parents, parents-in-law, step-parent, and parent-by adoption of sponsors of honorably discharged members rated 100 percent disabled by the Department of Veterans' Affairs and Medal of Honor recipients are not required to present a dependency determination as no medical care through the Uniformed Services is afforded (see Attachment 2, Table A2.5, and Table A2.6). Sponsor certifies dependency and residency are being met in block 89 of the DD Form 1172.</p> <p>Parents, parents-in-law, step-parent, and parents-by-adoption of civilian employees reflected in attachment 2, tables Table A2.16, and Table A2.18, are not required to present a dependency determination. Sponsor certifies dependency and residency is being met in block 89 of the DD Form 1172 (see paragraph 22.5 for Marine Corps dependents).</p>
21	In loco parentis	None. People in this status do not receive ID cards. See Terms.
22	Involuntarily separated member (TAMP or TAP); voluntarily separated member (SSB or VSI)	A DD Form 214 that specifies an approved SPD code (see Table 6.3 , and Table 6.5).
23	CHAMPUS/TRICARE-eligible beneficiaries who are entitled to Medicare under age 65 because of disability	Medicare health insurance card showing entitlement to Medicare, Part A, and Medicare, Part B (see paragraph 7.2).
24	Involuntary separated member under the Selected Reserve Transition Program.	the sponsor's reassignment order (see paragraph 6.6).

NOTES:

1. Refer questions to parent Service (see paragraph [25.1](#)).

2. For a member on TDRL who is receiving the second 30-month blue card to receive CHAMPUS/TRICARE entitlement, DD Form 1172, block 89, must contain a statement that the member is not receiving Medicare, Part A. (*EXCEPTION*: see paragraph 7.1.).
3. Reserve retired members who are age 60 or older and enrolled in DEERS (gray area retiree) should present a Notice of Eligibility for Retired Pay at Age 60 from the appropriate Reserve Center or a retired pay order showing they are retired with pay. Former members are entitled to the DD Form 1173 or the DD Form 2765 and must present a discharge order relieving them from assignment from their respective Reserve component and a letter from the appropriate Reserve Center or a retired pay order showing they are retired with pay on their 60th birthday or later.
4. For a card reissue to a widow or widower, DD Form 1172, block 89, must contain a statement that he or she has not remarried.
5. Require a dependency determination each time a card is issued. *EXCEPTIONS*: If card is lost or stolen, reissue ID card to original expiration date. No new dependency determination is required. In the case of deceased sponsors, the dependency determination currently in effect or accomplished at the time of the member's death may be used for subsequent renewals.
6. *Incapacitation. Permanent*: Do not require a current medical sufficiency statement or physician's statement when renewing an ID card for a permanently incapacitated child. The letter that originally established the permanent incapacitation may be used each time the ID card is reissued. Require a current dependency determination (over 50 percent support). *EXCEPTIONS*: If card is lost or stolen, reissue ID card to original expiration date. No new dependency determination is required. In the case of deceased sponsors, the dependency determination currently in effect or accomplished at the time of the member's death may be used for subsequent renewals. Surviving dependents of Air Force members must accomplish a dependency determination at the time of the sponsor's death. A letter of approval from the Bureau of Naval Personnel is required when renewing ID cards for Navy or Marine dependents. *Temporary*: Require a current medical sufficiency statement or physician's statement from a Uniformed Service Medical Treatment Facility and a current dependency determination when renewing an ID card for a child whose incapacitation is temporary.
7. Marriage certificates, divorce decrees, and marriage dissolutions or annulments must be certified. Birth certificates must be properly certified or certificate of live birth authenticated by the attending physician or other responsible person from a United States (US) hospital or medical treatment facility (MTF) or an FS-240, **Consular Report of Birth Abroad**. Birth certificates must also show the name of at least one parent. Copies are permissible. A temporary ID card may be issued until the certified copy of the marriage certificate or birth certificate is received. *NOTE*: For certified documents, this includes official copies of documents (whether called certified copies or not), as long as they qualify under the laws of the state where made to be introduced into evidence in court. Usually such copies will be accompanied by a statement (either attached or on the copy itself) of the records custodian attesting to the copy's authenticity and will be signed by the custodian.
 - 7.1. Require an English translation when foreign documents are presented.
8. All but children require photo ID. If the applicant is replacing a lost or stolen ID card and has no photo ID, have him or her provide an affidavit from an agency or institution, or other legal source that verifies the applicant is the person applying for the ID card; or, have applicant provide infor-

mation such as SSN, names and dates of birth of dependents, their own date of birth, address, etc. and cross-check with DEERS Contractors under contract with the Air Force deploying in support of a contingency operation should present a Letter of Identification (LOI).

9. Eligible dependents of honorably discharged veterans rated 100% disabled by the DVA due to a service connected injury or disease should present a letter from the DVA indicating eligibility to commissary and exchange.